

POSITION DESCRIPTION

Class Title: School Crossing Guard Pay Range: Part Time VIII
Department: 300
Division: Police
Date: November 17, 2005

GENERAL PURPOSE

To safely assist students across city street locations considered to be a hazardous crossing environment.

SUPERVISIONS RECEIVED

Works under the supervision of a patrol sergeant assigned by the Neighborhood Services Captain.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assist and safeguard students at a specific location while crossing the street. Collaborate with police department staff, school administrators, parents and students regarding student safety issues. Maintain assigned safety equipment and personal uniform. Provide written and/or oral reports regarding incidents to their supervisor when necessary. Complies with police policies and procedures of the Deer Park Police Department.

PERRIPHERAL DUTIES

Performs additional related duties as required.

MINIMUM QUALIFICATIONS

Must have a High School Diploma or G.E.D., be 21 years of age or older, possess essential hearing and visual functions (must pass a vision and hearing screening), be in good mental and physical condition, pass a background investigation to include oral interviews and drug screening.

Necessary Knowledge, Skills, and Abilities:

Ability to communicate effectively orally, in writing, and by hand movement. Ability to give and follow written and verbal instructions. Ability to adjust the eye to bring the object into sharp focus and judge distance (close and distant). Ability to walk, climb, bend, stoop, crouch, drive, reach, lift and carry up to 50 pounds.

Ability to adhere to rules and regulations to prevent temporary disabling injuries to self and others.

TOOLS AND EQUIPMENT USED:

Hand held stop sign; L.E.D. flashing red light; police hand held radio; traffic cone; whistle; reflective vest; uniform.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the school crossing guard is frequently required to stand, walk, run, talk, hear, use hands and fingers, handle objects, reach with hands and arms, stoop, kneel, and crouch.

The school crossing guard must, on occasion, lift, and/or move 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

Outside weather conditions. The work environment is generally on street corners during busy vehicular traffic times.

SELECTION GUIDELINES:

Formal application; rating of education and work experience; vision and hearing screening; drug screening; background check; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Reviewed:

Department Head

Date